Aviation Career Incentive Pay

Overview

Introduction

This section provides the ***procedures*** for **Aviation Career Incentive Pay (ACIP)**. This entitlement is paid to certain officers who are qualified for aviation service.

Topics

The following topics are covered in this section

Topic	See Page
Guiding Principles	2
Starting ACIP	3
Stopping ACIP	7
Remove Suspension of ACIP	8
Correcting ACIP	10
Deleting ACIP	11

Guiding Principles

Introduction

This section provides the ***guiding principles*** for **Aviation Career Incentive Pay**.

Reference

The following references provide additional information about Aviation Career Incentive Pay.

- U.S. Coast Guard Pay Manual COMDTINST M7220.29(series), Chap 5
- Management And Administration of Aviation Career Incentive Pays COMDTINST 7220.39(series)

Warning: Do not attempt to input, correct or delete an ACIP transaction unless you have read and understood the references listed above. This guide provides procedures for recording ACIP entitlement in Direct-Access. It is not intended to duplicate policy guidance, which is available in the references.

Before You Begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: Employee Entitlements, Basic Navigation Guide

Aviation Career Incentive Pay entries must be routed to a supervisor/auditor with either CGHRSUP or CGHRSICSUP approval authority. If this is not approved, the member will not be paid. Guidance for approving officials is incorporated in the applicable steps of this guide.

Use earnings type "ESACIP" for first time establishment of aviation service information. **Note that ESACIP transactions cannot be deleted, so be sure to use the correct employee ID number and the correct dates.**

Use the other earning types when the officer has been established in Direct Access (ACIP row with ESACIP type exists **or JUMPS segment 60 exists)** as an Aviator (**Note: DA will not show the ESACIP row if the officer was established as an aviator before DA release 11 in Sept. 2004, you must check JUMPS in these cases**).

ACIP automatically stops at 25 years aviation service. If authorized to continue ACIP past 25 years, a new entitlement row must be created with the "ACIP25" earnings code.

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Guiding Principles, Continued

Before you begin

This transaction includes the following (which were separate under SDA II):

- ***P105 Establish officer as an aviator***: If user is initially entering aviation information they use Earn Code ACI Earn Type ESACIP and fill in the detail panel.
- ***P671, Suspend or Terminate***: When you put in a Stop Date and mark the Suspend or Stop box a P671 is transmitted. JUMPS will automatically terminate an officer's ACIP upon the officer attaining 25 years aviation service, and a Stop transaction should NOT be submitted. A Stop transaction should ONLY be submitted if an officer's entitlement to ACIP is terminated because:
    - (a) the officer reaches the 12-year or 18-year Gate and fails to meet OPFLY requirements prescribed in section 5.A.5, CG Pay Manual; or
    - (b) the officer is in a monthly, vice continuous, ACIP status and fails to meet minimum flight requirements prescribed in sections 5.A.6 and 5.A.10, CG Pay Manual. A Suspend transaction should be submitted if an officer's entitlement to ACIP is suspended under section 5.A.18, CG Pay Manual.

Auto-stop upon PCS departure

ACIP will stop automatically on ***the day of*** PCS departure if the Continue ACIP checkbox is not selected on the PCS Departing Endorsement Transaction. Do not enter a Stop ACIP transaction when a member departs PCS. The system will not reflect the ACIP stop until the departing PCS Endorsement on Orders transaction is approved and saved. PCS orders for aviators shall specify that the duty either involves operational flying (orders read "DIFOPS"), proficiency flying (orders read "DIFPRO"), or does not involve flying (orders read "DIFDEN"). All aviator billets are coded as either DIFOPS, DIFPRO, or DIFDEN.

Starting ACIP

Introduction This section provides the procedure for ***starting*** **Aviation Career Incentive Pay**.

Procedure Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a new ACIP entitlement.

Step	Action
1	Insert a new ACIP entitlement row.
2	Enter the **Start Date** for the entitlement by using the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format. This date is extremely important, especially for establishing aviation service information. If the transaction is approved with the incorrect start date, PSC Customer Care must be contacted for corrective action because the transaction cannot be deleted by the SPO. • For student aviators, the Start Date will be the date the officer enters flight training. • For direct commission aviators, the Start Date will be the constructive date the officer executed orders to the CG Academy for indoctrination or reported to their first their unit (in the case of officers who do not attend DCO school upon accession), whichever is earlier. When establishing an officer as an aviator (using earnings type code ESACIP), the start date must be equal to or grater than the aviation service date (see step 11 on the next page).

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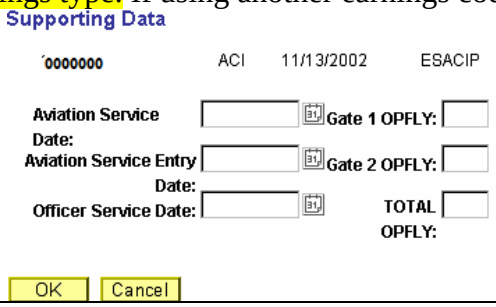
Starting ACIP, Continued

Procedure **(continued)**

Step	Action
3	**Stop Date** Leave this field blank when starting ACIP
4	**Suspend** Not used when starting ACIP.
5	**Terminate** Not used when starting ACIP.
6	**Earnings Type** Enter in the code if known or use the to search and select from a listing of available earning types. Use “ESACIP” earnings type to Establish the Officer as an Aviator. Obtain the correct earnings type code from the officer’s PCS orders to start ACIP. PCS orders for aviators shall specify that the duty either involves operational flying (orders read "***DIFOPS***"), proficiency flying (orders read "***DIFPRO***"), or does not involve flying (orders read "***DIFDEN***"). All aviator billets are coded as either DIFOPS, DIFPRO, or DIFDEN
7	**Description** is pre-filled. Ensure the proper entitlement is shown.
8	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
9	**Manual Row Switch** Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.
10	If entering a transaction with the ESACIP earnings type click the button to bring up the **Supporting Data** screen. ***Note:*** The detail panel is only used when establishing aviation service information via the “ESACIP” earnings type. If using another earnings code, go to step 18. 
11	**Aviation Service Date** Enter the constructive date that the member began flying as an officer in MMDDYYYY format, or use the calendar button to select the desired date. Prior active and inactive service is creditable for computation of the Aviation Service Date. The Aviation Service Date cannot be prior to the member's Officer Service Date or Pay Entry Base Date. Normally, the Aviation Service Date is the same as the Aviation Service Entry Date; the only time it is different is if the officer was commissioned as an officer after beginning flight training.

Continued on next page

Starting ACIP, Continued

Procedure (cont'd)

Step	Action
12 Detail	**Aviation Service Entry Date** Enter the constructive date that the member first reported under orders to an aviation facility for flight training. Enter the date in MMDDYYYY format, or use the calendar button to select the desired date. Prior active and inactive service is creditable for computation of the Aviation Service Entry Date. The Aviation Service Entry Date cannot be prior to the member's Pay Entry Base Date. Normally, the Aviation Service Entry Date is the same as the Aviation Service Date; the only time it is different is if the member began flight training before being commissioned as an officer.
13 Detail	**Officer Service Date** Enter the constructive date that the member was commissioned as an officer or warrant officer in MMDDYYYY format, or use the calendar button to select the desired date. Prior active and inactive service is creditable for computation of the Officer Service Date. The Officer Service Date cannot be prior to the member's Pay Entry Base Date.
14 Detail	**Gate 1 OPFLY If the member has over 12 years prior aviation service** (Aviation Service Entry Date + 12 years), enter the amount of OPFLY time the member had at the 12 year Gate in YYMM format. **If the member does not have over 12 years prior aviation service, leave this field blank.**
15 Detail	**Gate 2 OPFLY If the member has over 18 years prior aviation service** (Aviation Service Entry Date + 18 years), enter the amount of OPFLY time the member had at the 18 year Gate in YYMM format. **If the member does not have over 18 years prior aviation service, leave this field blank.**
16 Detail	**Total OPFLY** If the member has prior aviation service, enter the amount of OPFLY time the member has in YYMM format. This amount should be equal to the amount of time between the Start Date (transaction effective date) and the Aviation Service Entry Date.
17 Detail	Click the OK button when finished

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Starting ACIP, Continued

Procedure (cont'd)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>18</td><td>
<table>
<tr><th>If…</th><th>Then…</th></tr>
<tr><td>you are a SPO Supervisor</td><td>click the Save button to complete the transaction.</td></tr>
<tr><td>you are a SPO Data Entry Technician, you must route this transaction to a Supervisor for approval.</td><td>(a) Click the Approve button and enter the <u>Approving Official's Employee ID</u> number in the Approver EmplID field of the Supporting Data section.

(b) Click the OK button to return to the Entitlement Detail view.
(c) Click the Save button. The transaction will be routed, via the worklist, to the approving official.</td></tr>
</table>
</td></tr>
<tr><td>19</td><td>Approving Official (CGHRSUP Role User/SPO Supervisor)
Follow these steps to approve a transaction:

a) Click the link on your worklist to access the pending transaction.
b) Make any corrections that may be necessary to the start date or detail-supporting data.
c) Click the Approve button.
d) Click the OK button to return to the Entitlement Detail view.
e) Click the Save button</td></tr>
</table>

Stopping ACIP

Introduction

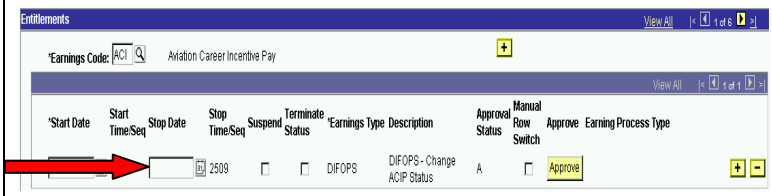
This section provides the procedure for ***stopping*** **Aviation Career Incentive Pay**.

Reminder, PCS auto-stop

ACIP will stop automatically on ***the day of*** PCS departure if the Continue ACIP checkbox is not selected on the PCS Departing Endorsement Transaction. Do not enter a Stop ACIP transaction when a member departs PCS. The system will not reflect the ACIP stop until the departing PCS Endorsement on Orders transaction is approved and saved.

Procedure

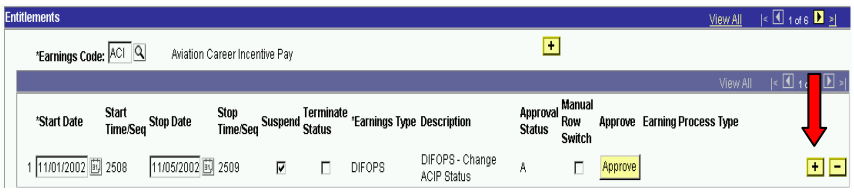
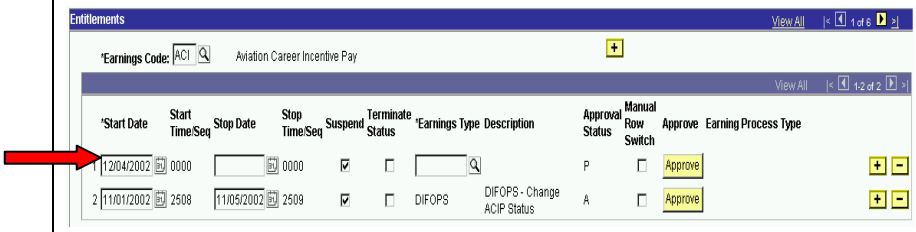
Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a stop ACIP transaction.

Step	Action
1	In the Correct History mode, find the row to suspend or terminate. The stop date will be blank as shown below: 
2	**Stop Date**. Enter the last day of entitlement by using the calendar button to select the date. You can also Click & Drag over the date field then type the stop date in MMDDYYYY format.
3	The **Stop Time** is pre-filled by the system and must not be changed.
4	Check the **Suspended** block if suspending ACIP.
5	Check the **Terminate Status** block if terminating ACIP.
6	**Manual Row Switch** (CGHRSUP role user only) Select this field only when necessary to override internal pay edits. Business rules will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment.
7	Click the Approve button to stop payment of Aviation Career Incentive Pay. See the previous section for instructions on routing entries for approval.
8	Click the Save button (located at the bottom left of the screen) to approve (CGHRSUP users) or to route (CGHRS users) the entry for approval.

Remove Suspension of Aviation Career Incentive Pay

Introduction This section provides the procedure for ***changing*** **Aviation Career Incentive Pay**.

Procedure Follow these steps to remove suspension of Aviation Career Incentive Pay.

Step	Action
1	In the Correct History mode, find the row that was suspended as shown below (The suspend box will be checked.) Click the + button shown below to create a new row.  A row will appear as shown below. 
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format.
3	The **Start Time** is pre-filled by the system and must not be changed.
4	**Stop Date**. Leave this field blank when removing a suspension of ACIP

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Remove Suspension of Aviation Career Incentive Pay,
Continued

Procedure (cont'd)

Step	Action
5	**Stop Time** is pre-filled by the system and must not be changed.
6	Click the **Suspend** checked box to Remove the Suspension flag. ***Note:*** Do NOT omit this step!
7	**Terminate** is not used when removing a suspension.
8	Enter the **Earnings Type** in the code if known or use the to search and select from a listing of available earning types. ***Note:*** Be sure to select a "Remove Suspension" earnings type from the list. Do not use DIFDEN, DIFOPS, or DIFPRO when removing a suspension.
9	**Description** is pre-filled. Ensure the proper entitlement is shown.
10	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
11	**Manual Row Switch** (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.

Correcting ACIP

Introduction This section provides the procedure for ***correcting*** **Aviation Career Incentive Pay**.

Discussion To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete ACIP) and then start a new ACIP entitlement.

Transactions submitted to Establish an Officer as an Aviator (Earnings Type ESACIP) cannot be deleted. However, some fields on the Support Data (Detail) screen may be corrected. Contact PSC Customer Care, if the start date is incorrect or if the transaction was submitted erroneously.

Procedure Follow these steps to correct an incorrect Stop date.

Step	Action
1	Find the Aviation Career Incentive Pay row to correct.
2	Click & drag over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
3	Click the Save button located at the bottom left of the screen. ***Note:*** To change the effective start date, you must delete the entire row (see next page) and then start a new Aviation Career Incentive Pay entitlement.

Deleting ACIP

Introduction

This section provides the procedure for ***deleting*** **Aviation Career Incentive Pay**.

Discussion

The total Aviation Career Incentive Pay entitlement will be recouped when using this feature.

Procedure

Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an ACIP transaction.

ESACIP Earnings Type Entries Cannot be Deleted

Transactions submitted to Establish an Officer as an Aviator (Earnings Type ESACIP) cannot be deleted. Only corrections may be made to these transactions. See the corrections procedure on the previous page.

Step	Action
1	In Correct History mode, find the Aviation Career Incentive Pay row to delete.
2	Ensure the Earnings Type code is not "ESACIP". Transactions with this earnings type can only be corrected. They cannot be deleted.
3	Click on the − button located in the row to be deleted.
4	Click the Save button located at the bottom left of the screen. ***Note:*** The total Aviation Career Incentive Pay entitlement will be recouped when using this feature.